

**16<sup>th</sup> Annual Neighborhood Advisory Board  
Grant Program  
Funding Request 2010**

Twenty thousand (\$20,000.00) has been included in the 2009-2010 Grant Program Budget to be used by neighborhood groups for neighborhood improvement projects that enhance their neighborhoods and for which there is no other funding. The mayor's Neighborhood Advisory Board (NAB) has the responsibility to oversee the grant process and recommend to the mayor projects benefiting neighborhoods and the amounts to be granted.

**TIMETABLE**

Community Meeting 7 p.m. Foster Community Center	Thursday, October 15, 2009
Applications Available	Friday, October 16, 2009
Grant Workshop 6 p.m. Foster Community Center	Monday, October 26, 2009
Applications for Preview due to: Lansing Neighborhood Council Office, 5815 Wise Road, Room F-208 Lansing, MI 48911	Monday, November 16, 2009
Preview Session	Thursday, November 19, 2009
Preview Feedback	Tuesday, December 1, 2009
Deadline for Applications to be submitted	Friday, January 29, 2010
Announcement of Grants & Funds Available at 7 p.m. Hill Career Academy 5815 Wise Road, Lansing, MI 48911	Thursday, March 18, 2010
Funds Expended. Project Completed & Summary Submitted to NAB	Friday, September 10, 2010

**INSTRUCTIONS:**

For the purpose of the grant program a neighborhood group shall be any organization of residents who live within a defined geographical area within the City of Lansing that has a membership committed to the general welfare of the neighborhood and that operates according to democratic principles. This includes neighborhood watch groups, Friends of Parks groups, and parent-teacher associations.

This definition may include other groups as long as they work through a neighborhood group in the same ward. If a group is not attached to a neighborhood organization, the NAB will help find them a partner. Contact your NAB Ward representative. **See Page D**

**IMPORTANT INSTRUCTIONS**

Fill out the application completely and return it to the **Mayor's Neighborhood Advisory Board, c/o Lansing Neighborhood Council, 5815 Wise Road, Room F208, Lansing, Michigan 48911, no later than 5:00 p.m. on Friday, January 29, 2010. LATE APPLICATIONS WILL NOT BE ACCEPTED.** The applications must be signed by duly elected officers of the organization(s).

**Turn in an original plus eight copies of the application. DO NOT TURN THEM INTO THE MAYOR'S OFFICE. See Page E**

Please attach one copy of your bylaws, one set of minutes from the past year and a list of current officers. **If you want your grant application previewed** you need to provide one original and eight copies of the grant. To submit your grant application **but not** have it previewed you only need to provide three copies for review.

If more than one project is being proposed, please complete a separate funding request for each proposed project. The NAB Board will accept up to two grant requests (maximum amount \$650.00 each) and one stipend request (maximum amount \$100) per organization. If applying for more than one grant we are asking that you prioritize each grant request.

It is the responsibility of the project applicant to secure any and all permits or approvals as required by the city and attach them to the application. A check will not be issued without proper permits or approvals.

An organization or group will not be eligible for future grants unless they complete a project summary report for previous grants they have received. **See Page F.**

The application may be computer generated provided that page numbers are the same as this form. Applications may be printed off of the city's website under the mayor's office at [www.cityoflansingmi.com](http://www.cityoflansingmi.com) or the Lansing Neighborhood Council's website at [www.lansingneighborhoods.com](http://www.lansingneighborhoods.com).

You must answer all the questions and provide all the information requested in order to have a valid application. **See the checklist on Page E** to make sure you have a completed application. Please attach the checklist to the front of your grant application.

The NAB wishes to encourage new projects that are creative and innovative. It is the NAB's preference that an identical project not be funded for more than three years. We also encourage groups to explore other funding sources.

Donated or volunteer labor and materials as well as in-kind contributions from the applicant organization are expected, especially in large grant requests.

The LNC will assist groups that need help writing their application or are interested in a FREE Grant Writing Workshop. For assistance or to attend the workshop please call 517-393-9883.

Typically a grant recipient must have a bank account in order to receive funds from the city. However, if your organization does not have a bank account, make arrangements with another neighborhood organization or with a citywide organization, such as the LNC, to handle your funds. The city cannot give a check to an individual on behalf of a neighborhood organization. If your organization does not have its own checking or savings account, indicate how you will have the funds received from the city.

**See Page 1, Section II, numbers 2 & 3 of the Grant Application.**

**Monies must be picked up by Monday, June 7, 2010, or the grant monies will be forfeited.**

Funds must be expended and project report filed by Friday, September 10, 2010, or a written extension request must be submitted **before** the due date prior to spending the funds. **See Page F**

Applications may be picked up beginning Friday, October 16, 2009, at the information desk in the lobby of City Hall and the Lansing Neighborhood Council office. It will also be available at [www.cityoflansingmi.com](http://www.cityoflansingmi.com) under mayor's office and at [www.lansingneighborhoods.com](http://www.lansingneighborhoods.com).

Please review the guidelines. The NAB would like all neighborhood organizations to be successful in their applications, so if you have any questions while you are writing the grant, please do not hesitate to contact one of the NAB members listed on Page D of this packet.

**Many grants are denied because individuals do not follow the instructions set forth. Please take the time to thoroughly read these instructions carefully and follow them. If you are not sure about something please contact the LNC staff or a NAB member.**

This is the 16<sup>th</sup> Annual Neighborhood Grant Program and based upon the experience of previous years, the Mayor's Neighborhood Advisory Board, after consultation with the mayor, set forth the following guidelines for applicants. **Please read carefully.**

### **Guidelines**

1. One of the purposes of the grants is to support neighborhood organizations in developing themselves to achieve neighborhood goals. Therefore more weight will be given to grant applications that involve **active** neighborhood participation in the proposed project.
2. The Mayor and the NAB wish to encourage partnerships between the community, family, youth, and schools. Therefore applications that benefit families, youth, and aging adults will be given more consideration.
3. Board is committed to projects:
  - Which provide permanent neighborhood improvements done by neighborhood people
  - That attract people to Lansing.
  - That build the ability for neighborhood associations to do their work (newsletters, meeting announcement signs, etc.).
  - That build active partnerships among the group within the neighborhood.
4. To simplify the application process, the NAB will only require three bids or written estimates for any item that costs more than \$250. You will need only one bid or written estimate for an item costing less than \$250. We will request receipts and a list for all items purchased when you turn in your report at the conclusion of your project.
5. Funds cannot be used for the cost of labor.

### **Preview Process:**

The NAB wishes to assist grant applicants as much as possible to receive a grant. Therefore, the NAB offers applicants the opportunity to submit a draft application by **5 p.m. on Monday, November 16, 2009**, for review and comment by the NAB. **Please submit one original and eight copies of only the draft application(s)** to Lansing Neighborhood Council, 5815 Wise Road, Lansing, MI 48911 so they can be reviewed by the NAB at its November 19<sup>th</sup> meeting. **Do not submit bylaws with your draft application.** The NAB will return draft applications with comments by Tuesday, December 1, 2009. Unless told otherwise by the LNC, you must resubmit your corrected application by the deadline.

**NEIGHBORHOOD ADVISORY BOARD MEMBERS**  
**Call between 10:00 a.m. and 9:00 p.m.**

WARD 1		WARD 2	
NAME	TELEPHONE #	NAME	TELEPHONE #
Nancy Mahlow	517-372-3249	Susan Curtis	517-887-1628
Lisa Levandowski	517-372-7802	Mary-j Watersraat	517-394-5737
		Rick Kibbey	517-485-1154
WARD 3		WARD 4	
June Kenfield	517-580-8560	Carol Skillings	517-374-6666
		Monica Zuchowski	517-908-0058

**Staff to Board**

Cheryl Risner            517-393-9883 (office)

Joe McDonald           517-702-4754 (office)

**Neighborhood Advisory Board  
Grant Program  
Checklist for Grant Applicant**

**Name of Organization:** \_\_\_\_\_

**Before you submit your application, please check to make sure you include the following:**

**CHECKLIST**

- \_\_\_\_\_ 1. One copy of your group's bylaws or an explanation of your group's organization.
- \_\_\_\_\_ 2. A complete list of the names and titles of your group's officers with address and telephone numbers.
- \_\_\_\_\_ 3. The application must be signed by an officer of your organization and/or an officer of all participating organizations.
- \_\_\_\_\_ 4. A completely filled out application.
- \_\_\_\_\_ 5. Copies of permits or letter of agreement required for this project.
- \_\_\_\_\_ 6. Itemized material cost. You will need **one** bid or written estimates for a proposal or item costing less than \$250 and **three** bids or written estimates for a proposal or items costing more that \$250.
- \_\_\_\_\_ 7. Three copies of all your application materials and supporting documents.
- \_\_\_\_\_ 8. If this is a preview draft application-**submit one original and eight copies of the application** (See Page C "Preview Process").
- \_\_\_\_\_ 9. If submitting more than one application, please prioritize.

**All of these materials are required to assist the NAB evaluate your proposal. If you have any questions, please contact one of the NAB members for assistance.**

**PLEASE ATTACH THIS CHECKLIST TO YOUR GRANT APPLICATION**

**FINAL REPORT  
DUE BY  
FRIDAY, SEPTEMBER 10, 2010  
FINAL PROJECT SUMMARY REPORT  
NEIGHBORHOOD ADVISORY BOARD  
GRANT PROGRAM**

Organization Name \_\_\_\_\_

Amount of Grant \$ \_\_\_\_\_

Amount Expended \$ \_\_\_\_\_

**DISCRIPTION OF GRANT**

1. DESCRIBE THE ACTIVITY OR THE PROJECT: \_\_\_\_\_

\_\_\_\_\_

2. WHEN AND WHERE WAS THE PROJECT CONDUCTED? \_\_\_\_\_

\_\_\_\_\_

3. NUMBER OF PARTICIPANTS OR PEOPLE SERVED: \_\_\_\_\_

4. DESCRIBE ANY MEASURABLE OUTCOMES OF THE ACTIVITIES OR PROJECT: \_\_\_\_\_

\_\_\_\_\_

5. HOW HAS YOUR ORGANIZATION GROWN OR BENEFITED FROM THIS PROJECT? \_\_\_\_\_

\_\_\_\_\_

**ATTACH ALL THAT APPLY:**

1. All original receipts for all purchases of equipment and/or all services received.
2. Copies of permits necessary for the project (if applicable).
3. Photographs of the project or activity if possible and relevant.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note: It is the fiduciary responsibility of the grant recipient to complete this report. An organization or group will not be eligible for future grants unless they complete a project summary report. The NAB must approve any changes in grant expenditures prior to spending the funds.**

## Neighborhood Advisory Board Grant Application Page 1 of 3

1. Name of Organization \_\_\_\_\_ 2. Ward # \_\_\_\_\_

3. Amount of grant request from calculations (Page 2): \$ \_\_\_\_\_ Priority (circle one) 1 or 2

### 4. Contact information of persons

(Submitting the Request)

(Administering the Project)

Name/Title:

Name/Title:

\_\_\_\_\_

\_\_\_\_\_

Address:

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone # between 8 am-5 pm and after 5 pm

Phone # between 8 am-5 pm and after 5 pm

\_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## I. PROJECT INFORMATION

### 1. Proposed Projects

a. In a sentence or two, describe your project and its purpose. \_\_\_\_\_

\_\_\_\_\_

b. What specific benefit will your community or neighborhood gain by this project?

\_\_\_\_\_

c. Is this a joint project with another organization? Yes\_\_\_ No\_\_\_ If yes, which?

\_\_\_\_\_

If this is a joint project, the application must be co-signed by an officer of each organization.

### 2. Project Location

a. State the address or location in the neighborhood.

b. Who owns this property? Is there a letter of agreement allowing this use? (attach)

c. If your project results in a permanent structure, who will assume ownership and maintain it? \_\_\_\_\_

d. If your project involves purchasing equipment, who will assume ownership, who will maintain it, and house it? \_\_\_\_\_

e. Is this project currently in existence, in process, or successfully completed anywhere in your area? Yes\_\_\_ No\_\_\_ If so, how does this project complement the existing project?

## II. DESCRIPTION OF YOUR ORGANIZATION Page 2 of 3

**NOTE: YOU MUST ANSWER ALL THE QUESTIONS AND PROVIDE ALL REQUIRED DOCUMENTATION IN ORDER TO HAVE A VALID APPLICATION. Attach extra sheets if necessary.**

1. List the street boundaries of your organization: \_\_\_\_\_

\_\_\_\_\_

2. Does your organization have a checking or savings account? Yes\_\_\_ No\_\_\_  
Will grant funds be put in this account? Yes\_\_\_ No\_\_\_  
If no, describe proposed plan for the deposit of your grant funds.

3. Information required for checking process:

Name of Organization check should be made payable to: \_\_\_\_\_

Federal ID number (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Note: Check must be payable to an organization; not to an individual. Money must not be deposited in a personal account.**

### DESCRIPTION OF PAST ACTIVITIES

1. List briefly your organization's accomplishments in the past two years.

2. Which activities were most effective?

3. How have your organization's activities improved the neighborhood?

4. If you have received other NAB grants, which of these grants had the biggest impact on your neighborhood or organization and why?

5. List the grants you have received from the NAB within the last five years.

I certify that the information provided on this application is correct

Print or Type Name/Title

Print or Type Name/Ttitle

Signature

Co-Signature (if applicable)

Date\_\_\_\_\_

Date\_\_\_\_\_



**PROJECT BUDGET (AS APPLICABLE) Page 3 of 3**

**Section 1 Total Project:**

**A. What is the total cost of your project?**

Item	Total Cost of Project	Mayor's Grant Request Amount	Donated Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
Totals:	\$	\$	\$

**TOTAL AMOUNT OF YOUR GRANT REQUEST:** \$ \_\_\_\_\_

**TOTAL AMOUNT OF DONATIONS:** \$ \_\_\_\_\_

**PROJECT TOTAL** \$ \_\_\_\_\_

**What other funding have you applied for to fund this project?** \_\_\_\_\_

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**\$100.00 Stipend Request Form  
For  
Neighborhood Event or Project**

**YOU MUST SUBMIT RECEIPTS FOR GOODS PURCHASED WITH THIS STIPEND TO THE LANSING NEIGHBORHOOD COUNCIL OFFICE ONE WEEK AFTER YOUR EVENT OR AFTER YOU HAVE EXPENDED THE FULL STIPEND.**

**Name of Organization:** \_\_\_\_\_

**Ward #:** \_\_\_\_\_

**Responsible Person:** \_\_\_\_\_  
(Please Print)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Proposed Event(s):** \_\_\_\_\_  
\_\_\_\_\_

**Date of Proposed Event(s):** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Expected Benefit to Neighborhood:** \_\_\_\_\_  
\_\_\_\_\_

**Please make check payable to:**

\_\_\_\_\_

**NOTE: Check must be payable to an organization; not to an individual. Money must not be deposited in a personal account.**